

Court Administrator - Superior Court of the Lookout Mountain Judicial Circuit

PURPOSE & JOB-RELATED REQUIREMENTS:

JOB TITLE: Court Administrator
REPORTS TO: Superior Court Chief Judge
DEPARTMENT: Superior Court Administration
PAY RANGE: \$55,120.08 - \$71,120.08

Purpose of Job

The purpose of this job is to provide a broad range of management and administrative services to the Superior Courts of the Lookout Mountain Judicial Circuit. Duties and responsibilities include, but are not limited to supervising assigned staff, designing, developing, and monitoring court programs, grants, and case management systems for the Courts.

Job Related Requirements

Work Schedule - Monday through Friday 8am-5pm, evenings as needed.
May be required to work on religious holidays.
Regular and predictable attendance is required.
Must work cooperatively with others.

Minimum Training & Experience Required to Perform Essential Job Functions

Bachelor's degree in Public Administration, Criminal Justice or a closely related field from an accredited college or university, along with a minimum of five years of progressively responsible experience in judicial or governmental administration, OR extensive experience in Public administration, or the legal system.

Must have a valid driver's license.

Essential Duties, Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises and evaluates assigned staff, handling all employee concerns, directing work assignments, counseling and disciplining employees when necessary, and completing employee performance appraisals. The judicial assistants shall remain under the direct supervision of their respective judge.

Assists in the design, development, implementation, and monitoring of a case management systems for the Courts.

Responsible for the installation and coordination of automated systems, calendaring systems, and uniform policies and procedures for the various Courts.

May negotiate contracts, manage purchasing procedures, and manage inventory controls.

Manages operations between the courts and all service departments, including Human Resources, Information Technology, Central Services, and Finance. Communicates regularly with department directors about changes in procedure and services, implementation of new processes, and day-to-day operational needs.

May be asked to pursue and write federal and state grant proposals on behalf of the courts in support of accountability courts, domestic violence prevention initiatives, alternatives to incarceration initiatives, and programs for youth.

Manages specialized court-related activities such as specialty courts, probation, indigent defense, community work programs, community based diversion programs, and others as designated by the Courts.

Provides public information on the operations of the Courts and acts as media liaison for the Courts.

Serves as liaison on behalf of the courts to elected officials, state and federal agencies, and non-profits.

Provides technical and administrative services as directed by the administrative board.

Coordinates activities and policies in regard to interpreter usage, persons with disability accommodations, and court security.

Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of the policies, procedures, and activities of the various courts as they pertain to the performance of duties relating to the position of Court Administrator.

Knowledge of the terminology used within the department.

Knowledge of the criminal and civil justice systems, courts, Georgia Court Rules and Procedures, legal terminology and procedures and methods as required in the performance of duties.

Knowledge of grant application and management and records management is helpful.

Ability to maintain effective working relationships and communicate effectively with judges, attorneys, court personnel, jurors, law enforcement officials, county governing officials, and public.

Ability to solve practical problems while directing office operation, workflow, and workload performance.

Ability to compile, organize, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations.

Ability to use independent judgment in routine and non-routine situations.

Ability to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.

Ability to plan, organize, and/or prioritize daily assignments and work activities.

Ability to comprehend and apply the regulations and procedures of the department.

Supplemental Information

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including a computer, facsimile machine, and copier. Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 10 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants / from supervisors

LANGUAGE ABILITY: Requires the ability to read a variety of law books, research manuals, court cases and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare memorandums and write policies using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques, to acquire and be able to expound on knowledge of topics related to primary occupation, and to make independent judgments in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical, or professional languages including legal terminology.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas, to add and subtract totals, to multiply and divide, and to utilize and determine percentages.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands, fingers, and eyes accurately in using office equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as a computer, copier, and various office equipment. Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimum stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.